Job Search

Getting Started

How to get started on your job search at **jobs.utah.gov:**

1. Log in to: http://jobs.utah.gov

2. From the Home Page, select Find a Job. From the Job Seeker Services page, select Find a Job.

3. If this is your first time using the system, select Sign Up Here! Create a profile by completing "all" of the required fields. If you have registered before, enter your Username and Password.

4. Follow the steps from here to search for job openings, post your online resume, or access a variety of services.

5. If you have any questions, click "Online Help" from the left hand navigation menu.

Job Search Using Technology

Technology is rapidly changing the face of the modern job search. We are more likely to email or fax a résumé and cover letter than to send it through the mail. Most people begin their job search online. The Internet is a very useful tool for locating employment opportunities and researching employers. But it has many other benefits as well:

- Manage application process: Email and some career web sites allow job seekers to track where and when they have applied.

- Connect with hiring managers quickly and easily

- Save on gas costs

- Accessible 24/7

ELECTRONIC RÉSUMÉS

Getting your résumés and cover letters into the correct format on different sites can be confusing. One way to ensure you are sending your application materials in a format that is universally recognized and virus free is to send it as a plain text file or ASCII. You can post your résumé on professional networking sites, send via e-mail to employers, and on a personal/professional web site. A major disadvantage to using a plain text format is the loss of specific formatting.

The Internet is a tool, but not the only tool for job search. The most effective way to find jobs is still through personal connections and networking.

Networking

Social networking sites are not just for meeting new friends and reuniting with old ones. They also serve a very important and effective role in job searching. Social networking sites:

- Allow you to meet and expand your networking base
- Are a place to post information about your employment
- Are used by many employers as part of the application process. Companies that include social networking site checks in their hiring process are Microsoft, Starbucks, Goldman Sachs and Deloitte

Some popular sites are:

- LinkedIn
- Facebook
- Myspace
- Twitter

Make the most of your social network sites by:

- Posting items that enhance your reputation
- Avoid posting unflattering information
- Ask yourself it you would be okay with your grandmother seeing what you've posted – Will it pass the grandma test?
- Google yourself and find out what is online about you. If there is anything questionable, do what you can to get it removed
- Set your profiles to private or locked
- Potential employers and other networking contacts may view job applicants less favorably if they have posted radical political positions, written statements that might imply questionable ethics, derogatory comments or complaints about others

Job Postings

Job Search web sites are fast becoming the standard starting point for job search. There are many electronic job boards on the Internet. You can look at these job postings, but most times you will need to register to get the information on how to apply. Also consider using niche and industry specific web sites to job search. Use company web sites.

- Jobs.utah.gov
- USAjobs.gov
- Careerbuilder.com
- Yahoo.com
- Hotjobs.com
- Monster.com
- Indeed.com
- Company specific web sites

TIPS WHEN LOOKING AT JOBS ONLINE:

1. Look for older listings. A position listed a couple of months ago may still be available, and fewer people are likely to be applying. Keep in mind that just because a posting is dated, doesn't mean that the company is not desirable to work for; they might not have found the right candidate.

2. Protect your identity: Online job boards may be a potential place for identity theft to occur. Limit details you share online, especially SSN. Include your cell phone number and job search email, but omit other contact information on your online resume. Also, be wary if anyone contacts you via email claiming to be an employer seeking additional data.

3. Target your efforts: You'll increase your odds of landing an interview if you take the time to customize your application materials for each opening.

LABOR MARKET INFORMATION—The Internet has a wealth of information about employment opportunities, application tools, job seeking advice, etc. The quality of your research may make or break your job search. Information is a critical commodity in job-hunting; the more you know the easier it is for you to find information.

Employers value job-seekers who know key information about the company because that knowledge demonstrates interest and enthusiasm for the company and for the job.

WHAT TO RESEARCH:

- Employers in a specific industry
- Services/products offered
- Corporate culture
- Company mission statement and goals
- Contact information
- Key financial statistics
- Organizational structure
- Employment opportunities

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